

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-264

OPENING DATE: 9 September 2005

CLOSING DATE: 10 October 2005

ANTICIPATED FILL DATE: 13 Nov 05

POSITION TITLE AND NUMBER

Human Resources Assistant (Military)
PDCN 70543000 MD #

UNIT/ACTIVITY AND DUTY LOCATION

145th Airlift Wing
NCANG, Charlotte, North Carolina

GRADE AND SALARY (Includes Locality Pay of 11.72%)

GS-0203-07 \$34,149.00 - \$44,395.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATIONS REQUIREMENTS: Must have 12 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of the majority of the laws, rules, regulations, policies, procedures, and precedents relating to the area of assignment.
2. Ability to apply this knowledge in the interpretation and application of regulatory and procedural requirements to complex cases.
3. Knowledge of requirements for proposed action to ensure that documentation is correct and sufficient; ability to review organizational records, duty codes, medical, and educational regulations in order to analyze the information and determine the propriety of the action submitted and that all levels of legal, medical, and administrative review are complete.
4. Ability to deal cooperatively with others to obtain needed information, to complete required case processing, and to explain decisions or recommendations to interested parties.
5. Skill in compiling information and preparing reports.
6. Ability to plan and organize work.
7. Knowledge of military organizational structures, protocol, and similar matters.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina National Guard (NCANG). NCANG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCANG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG in the unit of employment is mandatory. (Enl: CMF: 42A/F/L)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Manages the DEERS/RAPIDS System. Updates system with the current programs and software. Trouble shoots problems with the DEERS/RAPIDS System. Issues ID Cards to soldiers, dependents, retirees and civilians within the armed forces. Assist individuals with problems with their records if not on file, updating information in the DEERS/RAPIDS system with the supporting documentation. Performs reception duties and answers questions about eligibility, benefits and other pertinent information. Reviews applications for completeness, accuracy and eligibility requirements. Compile reports and sends to Hoffman. Works with the DEERS/RAPIDS Project Officer at National Guard Bureau. Secures all equipment for DEERS/RAPIDS System and the CAC Deployable systems. Trouble shoots technical problems with the CAC Deployables. Trains personnel to operate the ID Card Stations.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, G4-4, G3-3, G1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974